

## ... another knowledge management initiative by DOS

# Publication Depository System

With effect from August 2002, DOS has unveiled another of its knowledge management initiatives – the Publication Depository System (PDS).

**B**uilt on the Lotus Notes platform, the PDS has enabled the establishment of an enterprise repository of a vast collection of DOS papers and publications dating back to the early days of 1990s. This has served the objective to provide a central online and up-to-date corporate base of papers and publications for ease of retrieval as well as to facilitate knowledge sharing and informed decision making.

Lotus Notes standard-based messaging has been both our intra-agency and inter-agency communications tool since 1997. Lotus Notes integrates important information sources – emails, calendar, address book, and business applications together to allow users to access via one's desktop. By incrementally building on our messaging infrastructure into a collaborative knowledge management foundation, we could also evolve and begin to transform information into a valuable content management asset.

Secured access is in place to support authorized users and only the system administrator has the right to create, update and delete the papers/publications from the system.

DOS has been producing and disseminating papers such as Information Papers, Occasional Papers, Country Papers and statistical publications to both the media and public. These papers are currently filed and kept by the respective Division.

With the launch of PDS, it will just be a few clicks away to retrieve the softcopy of the required paper/publication.

The PDS allows users to view the database by Division, Document Type and Subject of interest. The structured build up of a comprehensive repository facilitates sorts and searches, thereby reducing the time and effort needed for information retrieval.

Let us now take a look on how PDS works. The administrator will upload the papers and publications into the depository system. Key descriptors of the paper/publication such as Title, Division, Type, Author, Release Date, File Reference and Subject will be captured into the system database. The administrator will attach the softcopy version of the paper/publication in PDF and Word (optional) format. PDS users can access the required paper/publication instantly at his desktop.

Another useful feature of the PDS, is its Forward function which allows users to retrieve the softcopy, attach the document, add comments and email to a third party via the Notes Mail account. This saves effort and time in continuing the follow-up process to accomplish a given task.

Now, with the introduction of PDS, DOS is looking into developing more knowledge management initiatives. We will leverage on the advantages of greater collaboration and sharing to enhance productivity and reduce administrative overheads in our business operations – riding the waves to build a knowledge-rich workplace in our knowledge management journey!